

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	A-09-041
		一次選考締切り日： 1 st Cut Off Date	22 APR 2009
		募集締切り日： Closing Date	選考決定まで継続 Open until filled
		発行日： Date of Issue	01 APR 2009
1.職種名 Job title (等級 Grade <u>1-6</u> / 語学等級 LAD <u>3</u>) Quality Control Representative, MLC #333 (Ground Support Equipment)		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
低い等級での採用 <input type="checkbox"/> 不可 No <input checked="" type="checkbox"/> 可 Yes Acceptance at Lower Grade Trainee 可能な等級 Possible Grade: 1-4/5 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2.部隊 Activity Support Equipment Rework Facility (SERF), Fleet Readiness Center West Pacific (FRCWP), Atsugi, Japan 勤務場所 Working Place: 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0800-1645 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached sheet.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements GENERAL (Applicable to all grades): - Knowledge of Industrial Operation. - Skill in operating personal computer, such as Microsoft Excel, Word, Access, Power Point. - Ability to speak, read and write English at fluent level (LAD-3). - Must have Regular Driver's License. BWT-1-6 - One year of specialized work experience at 1-5 (or equivalent level) in the related field, or completion of master's degree in the related field. *Those who do not fully meet above requirement may be considered for lower grade trainee. BWT-1-5 - One year of work experience at 1-4 (or equivalent level) in the related field, or bachelor degree in the related field. BWT-1-4 - One year of work experience in any clerical, administrative, or technical field or completion of four-year college in any field. *A handicapped applicant may be accepted, depending upon the degree and kind of disability. [Eligibility for MLC Employment] - Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> - Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8		免許証／修了証 License/Certificate Required : See Block #8	
9.提出するもの Application and Associated Documents			
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 各資格証明書・修了証明書のコピー Copy of license/certificate. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa			

問合せ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
現従業員問合せ先： 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426 / 3624 外部応募者問合せ先： 労務管理機構座間支部管理課管理第二係 ☎046-251-0667	現従業員提出先： 〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12 外部応募者提出先： 〒228-0011 神奈川県座間市相武台 1-6067 労務管理機構座間支部管理課管理第二係	PDN: FRCWP-6249-003

* 履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。

Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。

Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。

Submitted applications will not be returned.

6.職務内容 Duties

This position is located in the U.S. Fleet Readiness Center Western Pacific, Support Equipment Rework Facility (SERF), Quality Assurance (QA) Division. The incumbent is responsible for, and directly involved in, assisting, developing, analyzing, evaluating, advising, and improving on the effectiveness and overall quality of SERF's production and supply work methods and assignments, management controls, information and documentation systems. The incumbent is also responsible for providing all necessary assistance with the SERF Safety, Hazardous Material/Waste, and Environmental Control programs pertaining to the overall depot level repair/rework of aviation support equipment (SE) and Material Handling Equipment (MHE) for Navy and Marine Corps activities based and/or operating within COMNAVAIRPAC's logistical support area.

MAJOR DUTIES AND RESPONSIBILITIES:

- Manages/Implements programs, methods, and procedures designed to systematically prevent defects, errors, or non-conformities during repair or rework of equipment. Continually assesses QA program effectiveness through QA verification and recommends corrective action on noted deficiencies. Trains collateral duty inspectors in methods and inspection techniques and periodically accompanies them in the performance of these QA functions. Serves as an audit team member during QA Audit of SERF as prescribed by Naval directives. Manages SERF's Capital Investment Plan. Maintains inventory, researches, provides recommendations for equipment and machinery replacement. Receives and inspects new equipment and machinery for safety compliance. Develops licensing/testing criteria and training for operators and users.
- Ensures that the quality of work performed by SERF meets or exceeds established standards through a program of in-coming, in-process, and final product quality inspections. Performs pre-induction inspections, configuration verifications and equipment/component inventory on incoming SE, MHE, and mobile equipment within the depth and scope of the repair/rework action.
- Assists in the administration of SERF Safety and Environmental programs to include: industrial and aviation safety, special processes/procedures, and HAZMAT/HAZWASTE. Performs periodic inspections to ascertain compliance with governing occupational safety, health, and environmental directives. Initiates and assists in mishap/incident reporting and investigation per OPNAV, NAVAIR, NAVOSH and FRCWP directives, determines causes and provides recommendations, corrective and preventive measures to negate recurrence. Conducts periodic inspection of production and office spaces for safety compliance and identification of hazardous conditions. Monitors corrective actions for identified hazards. Assists in the formulation of FRCWP safety directives and conducts periodic safety training for SERF personnel.
- Monitors Special Programs and processes performed at SERF such as welding and soldering, non-destructive testing/inspection, corrosion control/painting, calibration, tool control, hydraulic contamination, load testing and specialized skills/licensing. Maintains certification/qualification records of these processes and ensures that they are current.
- Maintains SERF Technical Publication Library, which includes technical manuals, directives, and instructions; repair/rework specifications, schematics, drawings; and various types of printed and illustrated guides. Assists with the interpretation of these documents to effect exacting specifications and tolerances.
- Provides technical assistance, advice and recommendations concerning facilities, materials, and standards for a full range of industrial production operations. Acts as SERF quality control experts; provides recommendations concerning product problems, request for deviations, and similar issues.
- Performs other related or incidental duties as required.

CONTROLS OVER THE POSITION:

Incumbent works under the direct supervision of the QA Supervisor. The supervisor assigns projects and goals in broad overall objectives and approves plans developed by the incumbent; however, routine or general work is evaluated by the level of reliability of finished products and safety records.

QUALIFICATION REQUIREMENTS:

Incumbent must have a comprehensive knowledge and technical background of methods, principles, practices and techniques of QA, industrial safety, and environmental programs. Must be able to exercise tact and diplomacy in dealing with Japanese and U.S. personnel of all ranks and grades. Must have a fluent linguistic ability in reading, writing, speaking, and ability to express ideas clearly from and into English and Japanese; including the ability to interpret, research and draft technical documents and present recommended solutions for problems.